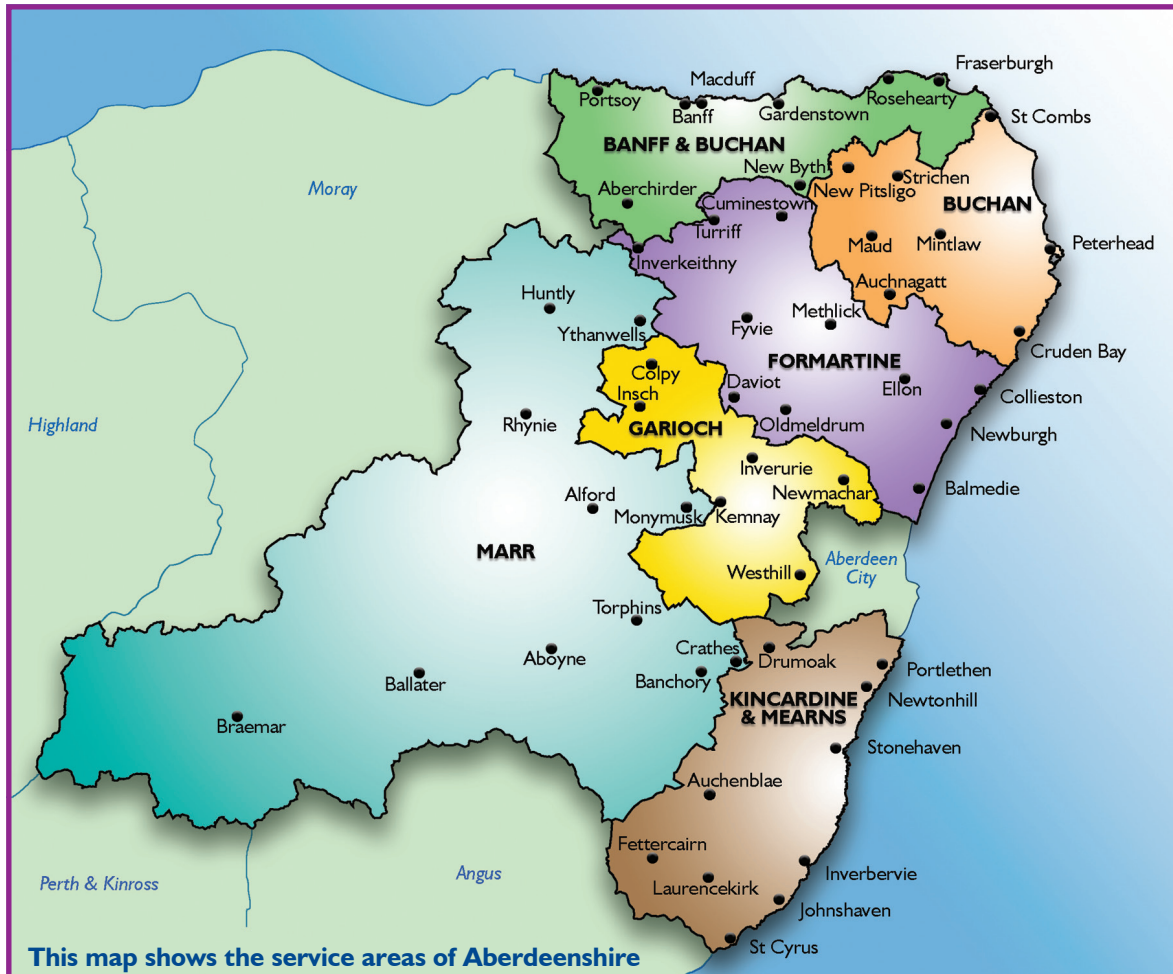




Householder Planning Application



This map shows the service areas of Aberdeenshire

When you have filled in this form, please send it to the address shown opposite the area your development is in.

 Banff & Buchan	The Town House, Low Street, Banff AB45 1AY E-mail: bb.planapps@aberdeenshire.gov.uk	Phone: 01261 813200 Fax: 01261 813281
 Buchan	Arbuthnot House, Broad Street, Peterhead AB42 1DA E-mail: bu.planapps@aberdeenshire.gov.uk	Phone: 01779 477363 Fax: 01779 483727
 Formartine	45 Bridge Street, Ellon AB41 9AA E-mail: fo.planapps@aberdeenshire.gov.uk	Phone: 01358 726429 Fax: 01358 726450
 Garioch	Gordon House, Blackhall Road, Inverurie AB51 3WA E-mail: ga.planapps@aberdeenshire.gov.uk	Phone: 01467 620981 Fax: 01467 624285
 Kincardine & Mearns	Viewmount, Arduithie Road, Stonehaven AB39 2DQ E-mail: km.planapps@aberdeenshire.gov.uk	Phone: 01569 768281/73 Fax: 01569 766549
 Marr	Viewmount, Arduithie Road, Stonehaven AB39 2DQ E-mail: ma.planapps@aberdeenshire.gov.uk	Phone: 01569 768271/27 Fax: 01569 766549

Guidance Notes

1 Your name and address

Please give your full name and address including the postcode and a daytime phone number. This is essential information. Forms completed 'care of agent' will be returned. The postcode is essential information.

2 Your agent's name and address

You may decide to employ an agent such as an architect, surveyor or technician to draw your plans for you. They can also fill in these forms for you. If this is the case, we will send any mail about the application to the agent. The postcode is essential information.

3 Address or location of the proposed development

If the application site is different from your home address given in section 1, you should give clearly the full address of the application site, including the postcode which is essential information.

4 Description of the proposed development

Please tick the boxes which most accurately describe your proposal. If none of these descriptions are suitable, please tick 'other' and describe your proposal in as much detail as possible in the space provided. If you are in any doubt, please contact us for help.

5 Proposed external materials

If you are altering or constructing a building or other structure, it is important that you describe as fully as possible which materials you plan to use, for example, please give the colour and type of material. It is not enough to write 'see plans'.

6 Proposed water and drainage supply

You must give us details of your water and drainage proposals as we may have to talk to other authorities about these.

7 Certificate of site ownership

By law, you must fill in the ownership section as part of your planning application. If you own all the land the application relates to, tick box 1. If you are not the owner of the land the application relates to, by law, you must tell the owner about the proposals. Please ask for copies of the 'Notice to owners or to tenants of agricultural land' and guidance at your local Planning office.

8 Certificate of agricultural holding

If your home is part of an agricultural holding, by law, you must tell any tenants about the proposals by giving them a 'Notice to owners or to tenants of agricultural land' form which you can get from your local Planning office.

9 Certificate of neighbour notification

The Planning Authority is required to notify the owner, lessee or occupier of 'neighbouring land' of your planning application. Where there are no premises on neighbouring land to which a notice can be sent the Planning Authority is required to place a notice in a local newspaper. Your application may also require to be advertised for other reasons. You will be advised of the cost of any such advert and will be required to pay for the cost of the advert before the application can be determined.

10 Plans

Location plan Four copies at a streetmap scale (1:1250 or 1:2500) with the site boundaries outlined in red and any other land you own outlined in blue. This plan must show all adjoining properties. You can buy these at your local Planning office, or staff can provide you with the contact details for companies who provide a mapping service.

Ordnance Survey map If you live in the countryside, we will also need four copies of an Ordnance Survey map at a scale of 1:10,000 for identification purposes.

Site layout plan Four copies at a scale of 1:200 with the boundaries of the site outlined in red, and any other land you own outlined in blue, and showing access, buildings, trees and walls.

Existing/proposed elevations Four copies drawn to scale of 1:50 or 1:100 showing all affected sides of the building.

Existing/proposed floorplans Four copies of plans of each floor to a scale of 1:50 or 1:100

We may need to ask you for more information. Further guidance on the information that should be provided on plans is available on the Council's website: www.aberdeenshire.gov.uk/planning or your local Planning office.

11 Fee

The enclosed note tells you the current fees for householder applications. You may not have to pay a fee if the development is only for the needs of a disabled person, or your application is a revised design of a previous application which we refused, or you withdrew. Please contact a member of the Planning staff for further information.

If you have difficulty reading this paper, please telephone 01569 768265.



Please fill in every section of this form. Write in black ink and in block capitals. If you do not send us all the information we ask for, it may take us longer to process your application. Please read all the attached notes before you fill in this form.

For official use only
Application reference
.....
Fee paid
.....
Receipt number
.....

Aberdeenshire Council Householder Planning Application

1 Your details

Name:

Address:

..... Postcode:

Daytime phone number:

E-mail address:

2 Your agent's details

Name: Contact name:

Address:

..... Postcode:

Phone number: Fax number:

E-mail address:

3 Address of the proposed development (if different from question 1 above).

Address:

..... Postcode:

4 Description of the proposed development (Please tick the relevant boxes.)

Extension Garage Dormer extension

Boundary fence or wall Conservatory Forming or altering access

Other (Please give details)

5 Proposed external building materials (Please give details and colours.)

Outside walls

.....

Roof covering.....

.....

Boundary (fences and walls)

.....

Windows and doors (for example, white painted timber, brown UPVC)

.....

Detach this form and return it to your local Planning office.

6 Proposed drainage and water supply

Do you plan to change your water supply or drainage?

Yes

No

If 'yes', please give details.....

7 Certificate of site ownership (Please tick one box.)

21 days before the date of this planning application, I owned all the land relating to this application.

I do not own all the land. You must tell the owner about the proposals. Please ask for copies of the 'Notice to owners or to tenants of agricultural land' and guidance at your local Planning office.

8 Certificate of agricultural holding (Please tick one box.)

21 days before the date of this planning application none of the land this application relates to formed part of an agricultural holding.

The site is part of an agricultural holding. You are required to tell any agricultural tenants of the holding about the proposals. Please ask for the 'Notice to owners or to tenants of agricultural land' form and guidance at your local Planning office.

Declaration

The information I have given on this application form is correct.

I have enclosed the necessary plans (see guidance notes) and a fee of £

You should make your cheque

payable to 'Aberdeenshire Council'.

Your or your agent's signature: Date: / /

You may also need Listed Building Consent, Conservation Area Consent or a Building Warrant for your proposal. You can get advice and forms from your local Planning and Environmental Services office.

Data Protection Act 1998

Please note that when you submit a planning application, the information on this form and any associated documentation will be held in the Planning Register to which public access is required. The information will also be available to members of the public via the Council's website and the Weekly List of planning applications.